

*** This file includes all Regulations adopted and published through the ***
*** New Jersey Register, Vol. 48 No. 3, February 1, 2016 ***

TITLE 5. COMMUNITY AFFAIRS
CHAPTER 18. LIQUEFIED PETROLEUM GAS

N.J.A.C. 5:18 (2016)

§ 5:18-1.1 Purpose and scope

(a) The purpose of this chapter is to provide minimum standards for liquefied petroleum gas systems for the preservation of health and safety of the general public.

(b) This chapter shall apply to the design, construction, location, installation, maintenance and operation of liquefied petroleum gas systems.

(c) The following pertain to existing LP-Gas systems:

1. LPG systems within the scope of this chapter which were installed in accordance with the rules in effect at the time of installation may be continued in service unless the continued operation of such systems constitutes a serious and substantial threat to health and safety.

2. Existing systems shall be registered with the Bureau if required by *N.J.A.C. 5:18-1.4* and containers shall be marked in accordance with *N.J.A.C. 5:18-1.6*.

(d) This chapter shall not apply to the following:

1. The transportation of liquefied petroleum gases over the highways in intrastate or interstate commerce;
2. Liquefied petroleum gas vapor piping inside of buildings; or
3. Portable cylinders of not more than 40 pounds when used as intended for outdoor cooking purposes.

§ 5:18-1.2 Applicability and jurisdiction

(a) The issuance of permits for, and the inspection of, new liquefied petroleum gas vapor delivery systems of 2,000 gallons or less aggregate water capacity shall be the responsibility of the local construction official and plumbing sub-code official, as set forth in *N.J.A.C. 5:23-3.4*. The local construction official shall also be responsible for handling unsafe structures as set forth in *N.J.A.C. 5:23-2.32*.

(b) The issuance of permits for, and the inspection of, new liquefied petroleum gas systems of vapor delivery greater than 2,000 gallons aggregate water capacity and all liquid withdrawal systems shall be the responsibility of the Bureau.

(c) In addition to compliance with the requirements of this chapter, liquefied petroleum gas systems of over 2,000 gallons aggregate water capacity, or individual containers of over 1,000 gallons water capacity, shall be subject to registration and to annual inspection by the fire official, as set forth in the Uniform Fire Code, *N.J.A.C. 5:70-2.4B* and 2.5.

(d) Cylinder exchange cabinets shall be subject to inspection by the fire official, in accordance with section F-3605.0 of the Fire Prevention Code, *N.J.A.C. 5:70-3*.

(e) In addition to compliance with the requirements of this chapter, LPG systems at locations identified as fill plants shall be subject to inspection by the local fire official, in accordance with section F-3609.0 of the Fire Prevention Code, *N.J.A.C. 5:70-3*.

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(f) LP-Gas facilities including producers, bulk plants and industrial plants of 10,000 gallons water capacity or more, gas utility plants, marine or pipeline terminals or tank farms shall comply with and shall be inspected in accordance with the quality control program outlined in *N.J.A.C. 5:18-9*.

§ 5:18-1.3 Compliance

(a) All liquefied petroleum gas systems shall be installed and maintained in a safe operating condition in accordance with these rules.

(b) Zoning considerations shall be the responsibility of the municipality in which the system is located.

(c) All buildings or structures housing liquefied petroleum systems and foundations for containers shall be constructed in accordance with the applicable provisions of the Uniform Construction Code, *N.J.A.C. 5:23*.

(d) Only a qualified person shall sell, fill, or refill liquefied petroleum gas at a dispensing or distributing point.

(e) Any person performing installation, maintenance, repair, removal, adjustment or other services to propane containers or appliances, including, but not limited to, ranges, water heaters, heaters, furnaces, and other propane fueled systems for residential and commercial applications, shall obtain a Propane Service Certification issued by the Department. Persons performing installation or service work on containers must be certified in accordance with (e)1 below; persons performing installation or service work on appliances must be certified in accordance with (e)2 below.

1. A person shall be eligible for a "Propane Service Certification - Container Service and Installation" provided he or she successfully completes book 1 "Basic Principles and Practices" and part 4.2 "Preparing and Installing Vapor Distribution System Components" of the Certified Employee Training Program (CETP) administered by the National Propane Gas Association. Should the CETP books or parts listed in this section be renumbered or renamed, this requirement shall be understood to establish a requirement for the renumbered or renamed part that has the equivalent content.

2. A person shall be eligible for a "Propane Service Certification - Appliance Installation and Service" provided he or she successfully completes book 1 "Basic Principles and Practices," part 6.0 "Appliance Installation" and part 7.0 "Appliance Service" of the Certified Employee Training Program (CETP) administered by the National Propane Gas Association. Should the CETP books or parts listed in this section be renumbered or renamed, this requirement shall be understood to establish a requirement for the renumbered or renamed part that has the equivalent content.

3. An application for a Propane Service Certification shall consist of proof of completion of the required CETP training program and a \$ 50.00 application fee.

i. Employees of a propane gas marketer licensed pursuant to *N.J.A.C. 5:18-10.1* may submit proof of completion of the required CETP training program as part of an application for, renewal of or amendment to their LP-Gas marketer license in lieu of the application required in this section.

4. Single-family homeowners performing work on appliances or equipment that they own shall not be required to obtain a Propane Service Certification but shall be responsible for obtaining any necessary permits pursuant to the Uniform Construction Code, *N.J.A.C. 5:23*.

(f) No propane service work as described in this section shall be undertaken without the appropriate Propane Service Certification after October 5, 2010.

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(g) The Department may revoke or suspend a Propane Service Certification or may assess fines or penalties in cases where a certified individual or licensee violates the provisions of the Liquefied Petroleum Gas Act and/or rules.

1. A certified individual or licensee shall be entitled to an administrative hearing to contest any order imposing sanctions, in accordance with the Administrative Procedure Act, *N.J.S.A. 52:14B-1* et seq., and the Uniform Administrative Procedure Rules, *N.J.A.C. 1:1*.

(h) No person shall install, remove, connect, disconnect, fill or refill any liquefied petroleum gas container without permission of the owner of the container.

1. Exception: Containers at one or two-family residential properties may be disconnected and moved provided that the qualified person removing the container secures the fill line, gauge openings, fuel lines and pump connections against tampering and leaves the container in a safe and secure location.

(i) The owner of an LP-Gas container found to be in a hazardous condition shall remove the container from the site as soon as possible or necessary, but in no case later than five working days of written notification by the Bureau.

(j) The Commissioner may order the owner or operator of a system to meet additional requirements:

1. Where unusual conditions exist; and

2. When it is necessary for the protection of the health, safety or welfare of persons.

(k) LP-Gas systems having a product vapor pressure greater than that allowed in the referenced standards for commercial propane, with the product measured at 100 degrees Fahrenheit, shall be subject to the approval of the Commissioner.

(l) When liquefied petroleum gas equipment is to be abandoned or temporarily placed out of service, the user/owner shall comply with the provisions of Section F-3608.0, Abandonment of Equipment, of the Fire Prevention Code, *N.J.A.C. 5:70-3*.

(m) When a customer changes LP-Gas marketers, or there is any change in container, a test for leak tightness shall be performed by the marketer supplying LP-Gas after the change. The results shall be documented and be made available upon request for review by the Department.

(n) Any person seeking a waiver or modification of any requirement set forth in this chapter in a specific situation where strict adherence to the requirement poses a hardship, or where technological advances allow an alternative that provides equivalent protection, may submit a request for such waiver or modification to the Bureau Chief. The application shall include a statement that explains why strict adherence to the rules would be problematic, or why an alternative would be appropriate, and a statement that documents that the alternative(s) requested would be consistent with the intent of the Act and of this chapter and would not result in any increased health or safety risk. The Bureau Chief may grant any such waiver or modification only upon a finding that doing so would not result in any increased health or safety risk and would be consistent with the intent of the Act and of this chapter.

§ 5:18-1.4 Registration

(a) All existing LPG systems of greater than 2,000 gallons water capacity vapor delivery service, all liquid withdrawal systems and all fill plants shall be registered by the owner with the Bureau.

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1. The submission of plans pursuant to *N.J.A.C. 5:18-6.1* shall be accepted as satisfying the registration requirement.

(b) When there is a change in the ownership of an existing LPG system, the new owner shall register with the Bureau within ten business days of the change in ownership.

(c) All LP-Gas facilities, including producers, bulk plants and industrial plants of 10,000 gallons water capacity or more, gas utility plants, marine or pipeline terminals or tank farms, shall be registered with the Bureau in accordance with *N.J.A.C. 5:18-9.1*.

(d) Each registration shall indicate the name and address of the New Jersey office or New Jersey residence of the LPG system's owner or the owner's representative; the owner or the owner's representative must reside or have an office in the State of New Jersey to accept service of process.

(e) It shall be the responsibility of the owner to notify the Department of any change in the identity, mailing address, office or residence address or phone number of the owner or representative. Any change shall be reported to the Department in writing within 30 days of the change.

§ 5:18-1.5 Inspection of LPG systems by the Bureau

(a) All LPG systems of greater than 2,000 gallons water capacity vapor delivery service, all liquid withdrawal service systems and all fill plants shall be inspected annually by the Bureau, with the exception of LPG systems meeting the requirements of *N.J.A.C. 5:18-9*, which shall be subject to a triennial audit, and those subject to local inspection, as set forth in *N.J.A.C. 5:18-1.2(c)*.

(b) Upon successful completion of an initial inspection by the Bureau, a site-specific certificate of operation shall be issued.

(c) The certificate of operation shall indicate that the LPG system is in compliance with the applicable requirements of this chapter and shall be posted at a conspicuous location where representatives of the Bureau and members of the public may inspect it.

(d) Failure to remove any violations found as a result of an inspection made by the Bureau shall result in issuance of a written notice to abate the violations. Correction of violations shall be done in accordance with *N.J.A.C. 5:18-7.3*.

§ 5:18-1.6 Container markings

(a) Containers of 100 pounds product capacity or more shall be legibly marked "FLAMMABLE GAS" and the name of the gas to indicate contents, such as "FLAMMABLE GAS--PROPANE" or "FLAMMABLE GAS--BUTANE," except as provided in (b) below. Compliance with the marking requirements of Title 49 of the Code of Federal Regulations shall be accepted as meeting this requirement.

1. Exception: Container marking shall not be required for containers at one or two-family residential properties.

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(b) A company identification system for marking containers which is approved by the Commissioner shall be acceptable in lieu of compliance with (a) above at processing plants.

(c) As required by *N.J.A.C. 5:11*, all ASME containers shall be stamped with the National Board number. The number shall be readily visible on the container shell or head and shall not be concealed by paint or otherwise. The National Board registration number shall be affixed at all times for inspection purposes. The stamping may be affixed to a metal tag or shall otherwise be permanently marked in lettering of not less than 5/16 of an inch in height.

(d) All LP-Gas containers exceeding 250 gallons individual or aggregate water capacity shall be provided with a marker plate or sign indicating who should be called in the event of an emergency involving the LP-Gas container. The marker or sign shall have lettering not less than one inch high and the lettering shall contrast in color with the background of the LP-Gas container. The marker or sign shall include the following:

1. The name of the LP-Gas supplier, owner or operator who will respond to the emergency; and
2. That person's telephone number.

(e) Prior to filling any cylinder of four to 40 pounds LP-Gas capacity, except fork lift cylinders, the operator of the fill plant or distribution plant shall affix a label to the collar of the cylinder that includes the following warning printed in English and in Spanish: "Flammable Gas--Never Use or Store Indoors/Gas Inflammable--Nunca Se Use o Guarde Adentro."

§ 5:18-1.7 Reporting emergency situations

(a) The LP-Gas supplier, owner or operator shall respond when notified to all LP-Gas emergencies occurring at his systems and shall maintain a 24-hour phone service.

(b) Whenever there is a fire or explosion or accident involving the public which results in serious injury or loss of life or significant property damage from liquefied petroleum gas, the Bureau shall be notified in writing by the user/owner before the end of the first working day following the incident.

§ 5:18-1.8 (Reserved)

§ 5:18-1.9 (Reserved)

§ 5:18-1.10 (Reserved)

§ 5:18-2.1 Definitions

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The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

"Act" means Liquefied Petroleum Gas Act, *N.J.S.A. 21:1B-1* et seq.

"API" means American Petroleum Institute.

"Approved" means any product certified, or classified, or labeled, or listed by a nationally recognized testing agency, unless specifically banned by order of the Commissioner or by rule.

"ASME" means American Society of Mechanical Engineers.

"Bulk plant" means a facility, the primary purpose of which is distribution of gas, that receives LP-Gas by tank car, tank truck or piping and distributes it to the end user by portable container (package) delivery, tank truck or gas piping, and that has bulk storage of 2,000 gallons or more water capacity and has container-filling or truck-loading facilities on the premises. "Bulk plant" also means and includes any facility that transfers LP-Gas from tank cars on a private track directly into cargo tanks.

"Bureau" means the Bureau of Code Services in the Division of Codes and Standards of the Department of Community Affairs.

"Cargo tank" means a container used to transport LP-Gas over a highway as liquid cargo, either mounted on a conventional truck chassis or as an integral part of a transporting vehicle in which the container constitutes, in whole or in part, the stress member used as a frame, which is a permanent part of a transporting vehicle.

"Commissioner" means the Commissioner of Community Affairs of the State of New Jersey or his or her authorized representative.

"Container" means any vessel including cylinders, tanks, portable tanks and cargo tanks used for storing liquefied petroleum gas.

"Cylinder" means a container having a capacity not exceeding 1,000 pounds of water.

"Cylinder exchange cabinet" means a vented storage compartment that is used to store full and empty US DOT-type LP-Gas containers.

"Department" means the Department of Community Affairs.

"Dispensing station" means fixed equipment where LP-Gas is stored and dispensed into portable containers. The public can be permitted access to the dispensing station area.

"Distributing plant" means a facility, the primary purpose of which is the distribution of gas, and which receives liquefied petroleum gas in tank car, truck transport or truck lots, distributing this gas to the end user by portable container (package) delivery, by tank truck or through gas piping. Such plants have bulk storage (2,000 gallons (7.6 cubic meters (m³))) water capacity or more) and have container filling or truck loading facilities on the premises. So-called "bulk plants" are considered as being in this category.

"Distributing point" means a facility, other than a distributing plant or industrial plant, which normally receives gas by tank truck, and which fills small containers or the engine fuel tanks of motor vehicles on the premises. Any such facility having liquefied petroleum gas storage of 100 gallons (0.4 cubic meters (m³))) or more water capacity, and to which persons other than the owner of the facility or his or her employees have access, is considered to be a distributing point. A liquefied petroleum gas service station is one type of distributing point.

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"Fill plant" means a person who sells odorized LP-Gas to the ultimate consumer and is not regularly engaged in the business of selling it to other retail LP-Gas dispensers.

"Hazardous material" means any substance defined as a flammable or combustible liquid in accordance with the Flammable or Combustible Liquid Code, NFPA No. 30-2003 or a material classified by Hazardous Material Regulations, 49 CFR Parts 171 through 177, as a flammable solid, liquid or gas.

"Industrial plant" means an industrial facility that utilizes gas incidental to plant operations, with LP-Gas storage of 2,000 gallons aggregate water capacity or more, and that receives LP-Gas by tank truck, truck transport or truck lots, where it is used locally or throughout the plant for engine fuel for forklifts or other industrial trucks or as part of a processing operation.

"Line of adjoining property" means:

1. The near side of adjacent real estate not owned or possessed; or
2. The far side of adjacent real estate not owned or possessed when the real estate cannot be built upon, specifically utility easements of record, non-navigable waterways, and railroad right-of-ways.

"Liquefied petroleum gas" or "LP-Gas" or "LPG" means any material which is composed predominantly of any of the following hydrocarbons or mixtures of the same: propane, propylene, butanes (normal or isobutene), and butylenes.

"LP-Gas system" means an assembly of one or more containers with a means of conveying LP-Gas from the container(s) to dispensing or consuming devices (either continuously or intermittently) and which incorporates components intended to achieve control of quantity, flow, or pressure in the liquid or vapor state.

"Marketer" means a person engaged primarily in the sale of odorized LP-Gas to the ultimate consumer or to retail LP-Gas dispenser(s). "Marketer" shall also mean and include the owner or operator of a bulk plant.

"Nationally recognized testing agency" means a laboratory, such as the Underwriters' Laboratories, Inc., American Gas Association Laboratories, or the Factory Mutual Engineering Corporation or any similar testing organization acceptable to the commissioner.

"NFPA" means National Fire Protection Association.

"N.J.A.C." means the New Jersey Administrative Code.

"N.J.S.A." means the New Jersey Statutes Annotated.

"Person" means an individual, firm, association or corporation.

"Portable container" means a USDOT or ASME container of not more than 1,000 pounds water capacity.

"Producer" means the owner of LP-Gas at the time it is recovered at a gas processing plant or refinery.

"Professional engineer" means a person licensed to practice professional engineering in New Jersey by the New Jersey Board of Professional Engineers and Land Surveyors.

"Property line" means the line of adjoining property or the near side of any public way.

"Public way" means a government owned thoroughfare, such as a street or highway, designed for public use by lawful procedure.

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"Qualified person" means a person selected by an employer and trained to perform a specific task or duty involving LP-Gas, who has the degree of competence necessary to accomplish the work in a safe manner.

"Referenced standard" means *N.J.A.C. 5:18-3.1(a)*, or *5:18-4.1(a)*, or *5:18-5.1(a)* as applicable.

"Serious injury" means an injury which required treatment by a doctor, such as a fracture, or a condition requiring admittance to a hospital for at least 24 hours.

"Tank" means a container of more than 1,000 pounds water capacity used for the storage or utilization of liquefied petroleum gas.

"USDOT" means the United States Department of Transportation.

"Wholesaler" means any person who purchases LP-Gas and may sell it to retail LP-Gas dispensers. "Wholesaler" may include, but is not limited to, producers and marketers.

§ 5:18-3.1 Standards adopted by reference

(a) The Liquefied Petroleum Gas Code, "NFPA 58-2011," is hereby adopted by reference with the following modifications:

1. The following amendments are made to Chapter 1 of NFPA 58 entitled "Administration":
 - i. Section 1.3.1 is deleted.
 - ii. Section 1.3.2 is deleted.
 - iii. Section 1.4.1 is deleted and the requirements of *N.J.A.C. 5:18-1.1(c)* shall be substituted in lieu thereof.
 - iv. Section 1.4.2 is deleted and the provisions of *N.J.A.C. 5:18-1.1(c)* shall be substituted in lieu thereof.
 - v. Section 1.4.3 is deleted and the provisions of *N.J.A.C. 5:18-1.3(m)* shall be substituted in lieu thereof.
2. The following amendments are made to Chapter 3 of NFPA 58 entitled "Definitions":
 - i. Section 3.2.2 is deleted. Substitute in lieu thereof, "The Bureau of Code Services is the authority having jurisdiction unless otherwise noted."
3. The following amendments are made to Chapter 4 of NFPA 58 entitled "General requirements":
 - i. Section 4.3.1 is deleted.
 - ii. Section 4.3.2 is deleted.
 - iii. Section 4.3.3 is deleted.
 - iv. Section 4.4 is deleted.
4. The following amendments are made to Chapter 5 of NFPA 58 entitled "LP-Gas Equipment and Appliances":
 - i. Section 5.2.2.1 is deleted.

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ii. Section 5.2.3.1 is amended to add the phrase "After July 1, 2014," before the words "DOT cylinders in stationary service" on the first line, and to add the following sentence to the end of the section: "Any newly installed DOT container must meet the requalification requirements of this section at the time of installation. Where recertification of DOT containers cannot be accomplished because of weather or other extenuating circumstances, the container may remain in service for a period of 180 days after the expiration of the certification."

iii. Section 5.7.4.2(C) is amended to replace the date "July 1, 2003" with "July 1, 2007."

iv. Section 5.7.4.2(D) is amended to replace the date "July 1, 2011" with "July 1, 2015."

v. Section 5.7.4.2(G) is amended to replace the date "July 1, 2003" with "July 1, 2007."

vi. Section 5.7.4.2(H) is amended to replace the date "July 1, 2011" with "July 1, 2015."

vii. Section 5.20.6 is deleted.

viii. Section 5.20.7 is deleted.

5. The following amendments are made to Chapter 6 of NFPA 58 entitled "Installation of LP-Gas Systems":

i. Section 6.3.1 is amended to delete the words "that can be built upon" on lines 5 and 6.

ii. Section 6.3.3 is amended to delete the words "that can be built upon" on line 4.

iii. Section 6.3.4.1 is deleted and the following language is substituted "Distances for all underground containers and mounded ASME containers shall be measured from the pressure relief valve and the filling connection."

iv. Section 6.3.4.2 is amended to delete the words "that can be built upon" on line 3.

v. Section 6.5.1.3 is deleted.

vi. Section 6.4.5.12 is amended to delete the words "600 volts, nominal" and replace them with the words "240 volts nominal."

vii. Section 6.6.6.1(C) is amended to add the phrase "when located within 10 feet of a street, parking area or other location where vehicles are likely to operate" at the end of the sentence.

viii. Section 6.6.6.1(K)3 is amended to add the following sentence "Where containers are bedded and backfilled such that there is a minimum of 12" of washed concrete sand surrounding the tank, the test interval shall not exceed 60 months."

ix. Section 6.6.7 is deleted.

x. Section 6.9.1.1(4) is amended to delete the words "LP-Gas vapor at pressures exceeding 20 psig (138 KPag) or";

xi. Section 6.9.1.2 is deleted;

xii. Section 6.9.4.6 is amended to replace the term "(minimum AWG 14)" with the term "(minimum AWG 18)."

xiii. Section 6.11.1 is amended to replace the date "July 1, 2003" with "July 1, 2007."

xiv. Section 6.19.1.1(1) is deleted and the following language is substituted, "The storage of LP-Gas cylinders on exterior balconies of buildings or inside of buildings shall be in accordance with the Uniform Construction Code (*N.J.A.C. 5:23*) and the Uniform Fire Code. (*N.J.A.C. 5:70*)"

xv. Section 6.19.1.2(C) is deleted.

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xvi. Section 6.19.2 is deleted.

xvii. Section 6.19.3 is deleted and the following language is added: "The installation of piping and appliances within buildings shall conform to the Uniform Construction Code (*N.J.A.C. 5:23*). The installation of LP-Gas tanks on roofs of buildings except while under construction shall be prohibited. The installation of propane storage containers, piping and appliances on exterior balconies shall be in accordance with the Uniform Construction Code and the Uniform Fire Code (*N.J.A.C. 5:70*) as applicable."

xviii. Section 6.19.4.2 is deleted and the following language is substituted "The storage and use of LP-Gas in buildings that are under construction and partially occupied shall be approved by the authority having jurisdiction under the Uniform Fire Code (*N.J.A.C. 5:70*)."

xix. Section 6.19.11 is deleted.

xx. Table 6.21.3.6 is amended to delete the words "that can be built" on line 6 under the heading "Exposure."

xxi. Section 6.23 is deleted.

xxii. Section 6.24.3.8 is amended to delete the words "remote closure and" in item (1) and to delete the words "fitted for remote remote closure and" in item (2).

xxiii. Section 6.24.3.9 is deleted.

xxiv. Section 6.24.3.10 is deleted.

6. The following amendments are made to Chapter 7 of NFPA 58 entitled "LP-Gas Liquid Transfer":

i. Section 7.2.2.1 is amended to delete the words "Section 4.4" and substitute "*N.J.A.C. 5:18-1.3(d)*."

ii. Section 7.2.3.8 is deleted.

iii. Section 7.2.3.9 is deleted.

7. The following amendments are made to Chapter 8 of NFPA 58 entitled "Storage of Cylinders Awaiting Use, Re-sale, or Exchange":

i. Section 8.3 is deleted and the following language is substituted, "The storage of LP-Gas in buildings shall be in accordance with the Uniform Fire Code (*N.J.A.C. 5:70*) and Uniform Construction Code (*N.J.A.C. 5:23*) as appropriate."

ii. Section 8.4 is deleted and the following language is substituted: "The storage of LP Gas outside of buildings shall be in accordance with the Uniform Fire Code (*N.J.A.C. 5:70*)."

8. Chapter 9 of NFPA 58, with the exception of 9.7 on the parking and garaging of vehicles used to carry LP-Gas, entitled "Vehicular Transportation of LP-Gas," is deleted.

9. Chapter 11 of NFPA 58 entitled "Engine Fuel Systems" is deleted.

10. Chapter 14 is deleted.

(b) Where any conflict occurs between the standards prescribed in (a) above and these rules, these rules shall prevail.

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§ 5:18-3.2 Container markings

All containers shall be marked in accordance with *N.J.A.C. 5:18-1.6*.

§ 5:18-3.3 Container storage

(a) Containers shall be installed outside of buildings, except as provided in *N.J.A.C. 5:18-3.1(a)*, whether of the portable type replaced on a cylinder exchange basis or permanently installed and refilled at the installation.

(b) Containers installed outside of buildings shall be located with respect to property lines other than public ways, buildings, or bulk storage of hazardous materials in accordance with Table 6.3.1 of the Liquefied Petroleum Gas Code, NFPA 58-2008.

1. The term "buildings" as used in this subsection shall not be construed to include the buildings described in paragraph 6.3.5 of the referenced standard.

2. The term "hazardous materials" as used in this subsection shall recognize the specific requirements for the specific hazardous materials described in paragraphs 6.4.5.5, 6.4.5.6 and 6.4.5.8 of the referenced standard.

(c) Containers installed outside of buildings shall be located with regard to the near side of a public way in accordance with the schedule of aboveground containers of Table 6.3.1 of Liquefied Petroleum Gases, NFPA 58-2008, as provided below:

1. For containers of 30,000 gallons water capacity or less a distance of at least 50 percent of said schedule;

2. For containers of over 30,000 gallons water capacity a distance of at least 100 percent of said schedule.

(d) Existing containers, installed prior to the effective date of these rules, need not comply with the distances provided in (b) and (c) above provided:

1. The containers were in conformance with the applicable chapter of the N.J.A.C. in effect at the time of installation; and

2. The containers as so located do not constitute a serious and substantial threat to the health and safety of the public.

(e) Installations of LP-Gas systems with aboveground containers of 90,000 gallons individual or aggregate water capacity or more that present a serious exposure hazard shall be protected by one of the following: distances at least 50 percent greater than the schedule of aboveground containers of Table 6.3.1 of Liquefied Petroleum Gas Code, NFPA 58-2008, water spray protection, fixed monitors, or insulation.

(f) If more than six containers, each of which is of 2,000 gallons water capacity or more, are used at a single site, the containers shall be separated into batteries of not more than six containers with batteries separated from each other by the distances required for the schedule for mounded or underground containers of Table 6.3.1 of Liquefied Petroleum Gas Code, NFPA 58-2008.

(g) When the required distance from a property line to an LP-Gas container cannot be obtained, the commissioner may approve a lesser distance if some other approved means of protection is provided for the system and reasonable protection for the health and safety of the public is maintained.

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(h) In case of storage in heavily populated areas or congested areas, or near places of public assembly, the Commissioner may require the owner to submit a risk analysis based on a recognized standard and may impose restrictions on individual tank capacity, total storage, distance to property lines, and other reasonable protective measures.

(i) Where there is a possibility of damage to storage containers from motor vehicles or other heavy objects, protection against such damage shall be provided. This protection shall meet the following minimum requirements:

1. Crash posts are to be a minimum of four inch schedule 40 pipe and painted yellow.
2. Crash posts are to be buried three feet six inches deep, extend three feet above grade, and be filled with concrete.
3. Posts are to be encased below grade in concrete at least 18 inches in diameter and three feet six inches in depth.
4. Posts are to be set at four feet six inches maximum centers.
5. The crash protection shall be installed a minimum of 24 inches from the LP container(s).

(j) In areas where high speed and heavy duty traffic occurs, the following shall be the requirements for motor vehicle protection:

1. Posts are to be minimum of six inches schedule 40 pipe and painted yellow.
2. Posts are to be buried a minimum of 48 inches deep, and extend a minimum of 48 inches above grade, and be filled with concrete.
3. Posts are to be set at four feet maximum centers.
4. Posts are to be encased below grade in concrete of at least 24 inches in diameter and 48 inches in depth.
5. The crash protection shall be installed a minimum of 24 inches from the LP container(s).

(k) Highway barrier installed as per New Jersey Department of Transportation specifications may be substituted for crash posts as described in (i) and (j) above.

(l) The maximum fill levels of storage containers shall be in the same horizontal plane, when the containers are interconnected by liquid piping.

(m) Storage areas having containers exceeding 100 pounds product water capacity shall be posted with adequate "NO SMOKING" and "FLAMMABLE GAS" signs legibly marked. The "FLAMMABLE GAS" sign shall be marked "FLAMMABLE GAS" and the name of the gas to indicate the contents such as "FLAMMABLE GAS-PROPANE" or "FLAMMABLE GAS-BUTANE".

(n) Storage containers shall not be placed under an electric power service transmitting voltage in excess of 240 volts or within six feet of a line projected vertically from any edge of the container.

(o) Cargo tank vehicles and tank cars shall not be used as a permanent storage facility.

1. Cargo tank(s) shall not be filled from another cargo tank.

(p) Aboveground containers exceeding 2,000 gallons individual water capacity shall be oriented so that their longitudinal axes do not point toward other LP-Gas containers within that installation.

(q) Dead trees or dead branches overhanging containers that can fall and dislocate a container from its piping shall be removed.

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(r) Containers proposed for mounding or underground installation shall be provided with cathodic protection in addition to a suitable coating for corrosion protection.

1. Cathodic protection will not be required if a professional engineer certifies in writing to the Department that based on his or her soil investigation such protection is unnecessary.

§ 5:18-3.4. Distributing points, distribution plants, and industrial plants

(a) This section shall apply to the following:

1. Distributing points of any capacity; or
2. Distributing plants of any capacity; or
3. Industrial plants of 2,000 gallons aggregate water capacity or more.

(b) If loading or unloading is normally done during other than day-light hours, adequate lights shall be provided to illuminate storage containers, control valves and other LP-Gas equipment.

(c) Suitable roadways or means of access for extinguishing equipment, such as wheeled extinguishers or fire department apparatus shall be provided.

(d) The LP-Gas system shall be enclosed within an industrial type fence at least six feet high with at least two egress gates opening outward and remotely located from each other, or be within an approved fenced plant area and protected from tampering.

(e) The LP-Gas system shall be protected against vehicle damage with substantial bumper guards, where necessary. Bumper guards shall be, as a minimum, four-inch diameter schedule 40 concrete filled steel pipe properly imbedded in concrete on a maximum of four-feet six-inch centers, or equivalent.

(f) The storage, loading, unloading, cylinder filling areas, and other strategic points shall be adequately posted in accordance with *N.J.A.C. 5:18-3.3(m)*.

(g) Approved extinguishers of adequate capacity of the carbon dioxide or dry chemical type shall be provided at strategic locations, such as storage sites, unloading and loading racks, filling or charging locations, pump, compressor and vaporizer locations.

(h) The Commissioner may require reasonable fire protection facilities for LP-Gas systems exceeding 4,000 gallons aggregate water capacity.

(i) The point of connection of an unmounted portable container being filled (point of transfer) shall be not less than five feet from the dispensing unit or a storage container of 2,000 gallons water capacity or less.

1. If weather protection for a scale is to be provided, such protection shall be constructed of non-combustible material except that the roofing material may be transparent corrugated plastic.

(j) Liquefied petroleum gas dispensers shall not be located on the same island as a Class I liquid dispenser.

(k) A pump stop-start switch at a distributing point shall be located inside the fence enclosure near the point of transfer.

(l) LP Gas liquid and vapor shall be conveyed from the container to the building by rigid piping, properly installed and protected. Piping may be either metallic or plastic in accordance with *N.J.A.C. 5:18-3.1*.

(m) Prior to filling any cylinder of four to 40 pounds LP-Gas capacity, except fork lift cylinders, the operator of the fill plant or distribution plant shall mark the cylinder in accordance with *N.J.A.C. 5:18-1.6(e)*.

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§ 5:18-3.5 Standby and peak shaving plants

(a) In any system requiring venting of LP-Gas or LP-Gas-air-mixtures, the gases shall be flared or disposed of in a manner approved by the Commissioner.

(b) A flare stack shall be provided at least 25 feet away from hazardous locations such as storage, loading or unloading and filling areas.

(c) The flare shall have a separate gas pilot line with spark ignited burner.

(d) A flash back preventer shall be installed in the flare line or stack.

(e) These systems shall be designed in accordance with safe operating, inspection and maintenance procedures and in accordance with all applicable provisions of these rules.

(f) LP-Gas standby systems shall be designed to maintain the required BTU value of the gas-air mixture within the operating limitations of the system.

(g) The LP-Gas system capacity turn down ratio shall be such that no prolonged burning at the flare stack is necessary.

(h) Standby systems shall be protected by safety devices and alarms that will shut down the system and notify plant personnel if loss of pressure or overpressure occurs in the mixed gas line or in either the gas or air line.

(i) Propane shall not be substituted for butane nor butane for propane in any standby or peak shaving system unless the system was designed for the substitute gas and has the approval of the Commissioner.

(j) Plant operating personnel shall be instructed in procedures for safe operation and emergency shut down.

§ 5:18-3.6 Cylinder exchange cabinets

(a) In addition to complying with the requirements of Chapter 8 of the Liquefied Petroleum Gas Code, NFPA 58-2008, the operator of every location providing LPG cylinder exchange cabinets shall:

1. Ensure that exchange cylinders are properly secured at all times by locking them within a receptacle designed for this purpose and that proper ventilation is maintained at all times;

2. Ensure that all cylinders are stored in the exchange cabinet in an upright position with the valve outlet plugged and that no cylinders are left unattended or in an open area away from the protected area of the exchange cabinet or in any other location;

3. Comply with all provisions of section F-3605.0 of the Fire Prevention Code, *N.J.A.C. 5:70-3*;

4. Ensure that cylinder exchange cabinets are set on a secure, non-combustible base and are located at least 20 feet from any building opening or source of ignition and are not located or stored within a structure;

5. Comply with the maximum cylinder size and distance requirements specified in the Uniform Fire Code, *N.J.A.C. 5:70*;

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6. Ensure that the following information is on signs affixed to the cabinet:

- i. "Propane" or "Flammable Gas";
- ii. "No Smoking";
- iii. A 24-hour emergency telephone number; and
- iv. Location of fire extinguisher(s);

7. Ensure that all full cylinders placed in the cabinet have a proper consumer warning label affixed, are re-qualified as per NFPA-58, Appendix C, and are painted a light reflecting color;

8. Ensure that a warning sign is posted at or near each entrance doorway stating that "LP-GAS EXCHANGE CYLINDERS EMPTY OR FULL, SHALL NOT BE TAKEN INDOORS FOR ANY REASON.";

9. Ensure that all employees who exchange cylinders are properly trained and know how to check for leaks and what emergency procedures to follow if a leak is discovered. Only properly trained employees shall remove cylinders from or place cylinders in the cylinder exchange cabinet. This training shall be as approved by the Bureau and in accordance with these rules; and

10. Ensure that, when exchanging cylinders, the employee affixes a label to the collar of the cylinder that includes the following warning printed in English and in Spanish: "Flammable Gas--Never Use or Store Indoors/Gas Inflamable--Nunca Se Use o Guarde Adentro."

§ 5:18-3.7 Unsafe container or system

(a) Any system or container that does not comply with the requirements of this chapter or any standards incorporated by reference and that constitutes an immediate threat to safety shall be designated as unsafe by the Bureau by means of a tag prohibiting use that shall include the inspector's name and the date of inspection.

(b) Any system or container that has been tagged so as to prohibit use shall not be used until all deficiencies have been corrected.

1. The owner of any system or container thus tagged shall be notified immediately by the Bureau and provided with a copy of the inspection report in which the deficiencies are indicated.

(c) A tag prohibiting use shall not be removed from a system or container until the Bureau determines that all deficiencies have been corrected and removed, or authorizes removal of the tag. The tag shall be returned to the Bureau immediately following removal.

§ 5:18-4.1 Standards adopted by reference

(a) "Storage and Handling of Liquefied Petroleum Gases at Utility Gas Plants," NFPA 59-2004, is hereby adopted by reference, except that:

1. The phrase "which can be built upon" shall be deleted; and

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2. Only technical standards relating to public health and safety are adopted by reference. The administrative and reporting procedures of the referenced standard are not adopted and are replaced by the administrative provisions of this chapter.

(b) Where any conflict occurs between the standards prescribed in (a) above and these rules, these rules shall prevail.

§ 5:18-4.2 Container markings

Containers of liquefied petroleum gases at utility gas plants shall be marked in accordance with *N.J.A.C. 5:18-1.6*.

§ 5:18-4.3 Container storage

(a) Containers of liquefied petroleum gases at utility gas plants shall be located with regard to property lines other than a public way, buildings or bulk storage of hazardous materials in accordance with the applicable schedule of Liquefied Petroleum Gases at: Utility Gas Plants, NFPA 59-2004.

(b) Containers of liquefied petroleum gases at utility gas plants shall be located with regard to the near side of a public way in accordance with the applicable schedule for aboveground containers of Liquefied Petroleum Gases at Utility Gas Plants, NFPA 59-2004.

(c) When the required distance from a property line to an LP-Gas container cannot be obtained, the Commissioner may approve a lesser distance if some other approved means of protection is provided for the system and reasonable protection for the health and safety of the public is maintained.

(d) In case of storage in heavily populated areas or congested areas, or near places of public assembly, the Commissioner may require the owner to submit a risk analysis based on a recognized standard and may impose restrictions on individual tank capacity, total storage, distance to property lines, and other reasonable protective measures.

(e) Storage areas having LP-Gas containers shall be posted with adequate "NO SMOKING" and "FLAMMABLE GAS" signs legibly marked. The "FLAMMABLE GAS" sign shall be marked "FLAMMABLE GAS" and the name of the gas to indicate the contents such as "FLAMMABLE GAS-PROPANE" or "FLAMMABLE GAS-BUTANE".

(f) Storage containers shall not be placed under an electric power service transmitting voltage in excess of 240 volts or within six feet of a line projected vertically from any edge of the container.

(g) Aboveground containers exceeding 2,000 gallons individual water capacity shall be oriented so that their longitudinal axes do not point toward other LP-Gas containers within that installation.

§ 5:18-4.4 Fencing

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The LP-Gas system shall be enclosed within an industrial type fence at least six feet high with at least two egress gates opening outward and remotely located from each other, or be within an approved fenced plant area and protected from tampering.

§ 5:18-4.5 Fire protection

(a) Suitable roadways or means of access for extinguishing equipment, such as wheeled extinguishers or fire department apparatus, shall be provided.

(b) Approved extinguishers of adequate capacity of the carbon dioxide or dry chemical type shall be provided at strategic locations, such as storage sites, unloading and loading racks, filling or charging locations, pump, compressor and vaporizer locations.

(c) The Commissioner may require reasonable fire protection facilities for LP-Gas installations exceeding 4,000 gallons aggregate water capacity.

§ 5:18-5.1 Standards adopted by reference

(a) API 2510-2001, "Design and Construction of Liquefied Petroleum Gas (LPG) Installations," is hereby adopted by reference for the design and construction of liquefied petroleum gas (LPG) installations at marine and pipeline terminals, refineries petrochemical plants and tank farms, except that:

1. The phrase "that may be developed" shall be deleted;

2. Only the technical standards relating to public health and safety are adopted by reference. The administrative and reporting procedures of the referenced standard are not adopted and are replaced by the administrative provisions of this chapter; and

3. NFPA 58-2008 may be used as the standard for those areas not specifically addressed by API 2510-2001, provided that the provisions of NFPA 58 do not conflict with the intent of API 2510-2001.

(b) Where any conflict occurs between the standards prescribed in (a) above and these rules, these rules shall prevail.

§ 5:18-5.2 Container markings

Containers of liquefied petroleum gases at marine and pipeline terminals, refineries, petrochemical plants and tank farms shall be marked in accordance with *N.J.A.C. 5:18-1.6*.

§ 5:18-5.3 Container storage

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(a) Siting of containers shall conform with section 5 of API 2510-2001.

(b) In case of storage in heavily populated areas or congested areas, or near places of public assembly, the Commissioner may require the owner to submit a risk analysis based on a recognized standard and may impose restrictions on individual tank capacity, total storage, distance to property lines, and other reasonable protective measures.

(c) Storage areas having liquefied petroleum gas containers shall be posted with adequate "NO SMOKING" and "FLAMMABLE GAS" signs legibly marked. The "FLAMMABLE GAS" sign shall be marked "FLAMMABLE GAS" and the name of the gas to indicate the contents such as "FLAMMABLE GAS--PROPANE" or "FLAMMABLE GAS--BUTANE".

(d) Storage containers shall not be placed under an electric power service transmitting voltage in excess of 240 volts or within six feet of a line projected vertically from any edge of the container.

(e) Above-ground containers exceeding 2,000 gallons individual water capacity shall be oriented so that their longitudinal axes do not point toward other liquefied petroleum gas containers within that installation.

§ 5:18-5.4 Fencing

The liquefied petroleum gas system shall be enclosed within an industrial type fence at least six feet high with at least two egress gates opening outward and remotely located from each other, or be within an approved fenced plant area and protected from tampering.

§ 5:18-5.5 (Reserved)

§ 5:18-6.1 Submittal of plans

(a) As required in (b) below, at least three sets of plans shall be filed with the New Jersey Department of Community Affairs, Division of Codes and Standards, Bureau of Code Services, PO Box 816, Trenton, New Jersey 08625-0816 prior to construction or installation of a proposed LP-Gas system or a substantial alteration to an existing system. Following plan release by the Bureau, one set of plans shall be submitted by the applicant to the local construction official in the municipality where the LPG system will be located.

(b) These plans shall be filed for:

1. An LP-Gas system with an aggregate water capacity of over 2,000 gallons;

i. Exception: Plans shall not be required for LP-Gas systems with an aggregate water capacity of over 2,000 gallons that will remain in place for six months or less. However, these temporary systems shall be subject to the inspection and notice requirements of *N.J.A.C. 5:18-6.3* and *6.4*; or

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2. An LP-Gas system designed to transfer liquid from one container to another;

(c) Prints of drawings shall be sealed by a professional engineer and shall comply with the requirements of the State Board of Professional Engineers and Land Surveyors.

(d) Plans shall be titled, stating name of user, location of work by street address or description, municipality, date of drawing, drawing number, and all revisions thereto.

(e) Plans shall be drawn to scale to produce good legibility.

(f) Plans required by (b) above shall include the following information:

1. A plot plan of the area within 150 feet of the LP-Gas system to scale, or with appropriate distance indicated on the plot plan, showing on-site and off-site buildings, structures, property lines, use groups of buildings or structures, and distance from bulk quantities of hazardous materials.

2. Design and details of foundations or supports for all containers and equipment of an installation. The foundation drawing shall include a description of the soil and allowable soil pressure.

3. A schematic, isometric or plan drawing of the entire system with specifications. This drawing shall include all equipment, parts, piping, pumps, valves, controls, safety devices, material, instrumentation and electrical systems for both power and light necessary to evaluate the safe operation of the system.

4. Container outline drawings indicating its dimensions, fittings, connections, capacity, design pressure, and code under which the container is built.

5. Appropriate information on fire protection facilities at the site and available public fire services for systems exceeding 4,000 gallons aggregate water capacity.

i. This information shall include a fire analysis which may be provided by the engineer of record, providing that he or she submits with his or her analysis proof of consultation with the local Fire official.

(g) When projects are of a repetitive nature, such as those involving standard components or previously approved packaged units, standard drawings may be utilized.

(h) All drawings and documents shall include notation of any and all revisions with date of change noted.

(i) Any specifications, design information, or data germane to the plan approval shall be made available to the Bureau upon written request.

(j) Plans submitted shall be accompanied by a letter of certification or equivalent certification on the plan signed by the professional engineer of record that the plans comply with the applicable requirements of this chapter.

§ 5:18-6.2 Release of plans

(a) The Bureau shall issue a letter of plan release after the plans have been examined and found to be in compliance with the applicable requirements of this chapter.

(b) Two copies of plans released by the Bureau shall be retained by the Bureau for its inspection service and official records. All other copies shall be returned to the applicant or professional engineer of record.

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1. The Bureau shall provide written notification to the local construction official whenever it releases a plan.

(c) One set of the returned plans shall be kept on the construction site for inspection services by the Bureau during the entire construction period for the system.

(d) If a set of plans has been released and construction has not been completed within 18 months from the date of plan release, the plan release for that site shall be considered expired unless extended or renewed by the Commissioner.

§ 5:18-6.3 Approval of new LP-Gas system

(a) All new LP-Gas systems for which plans are required pursuant to *N.J.A.C. 5:18-6.1* and all systems of over 2,000 gallons aggregate water capacity that will remain in place for six months or less shall be subject to inspection by the Bureau, after erection, to ensure that the LP-Gas facility is constructed in accordance with the requirements of this chapter. The inspection shall be performed after receipt of notification of completion from the professional engineer of record, who shall submit the completed application form and a letter of completion to the Bureau. The inspection shall be made within seven business days of receipt of a request for inspection by the Bureau. If the erected site conforms to the requirements of this chapter, a certificate of approval shall be issued to the applicant or the professional engineer of record.

1. Exception: An engineering report shall not be required for systems that will remain in place for six months or less. For such systems, the applicant shall submit a request for inspection to the Bureau.

(b) Containers shall not be filled until the approval covered in (a) above has been obtained, except that:

1. Product not exceeding five percent of tank capacity may be placed in the container so that tests and adjustments may be made by the installer; or

2. Containers may be filled for emergency or critical use, when approved by the Commissioner.

§ 5:18-6.4 Submittal of notice of LP-Gas installation

(a) A notice of LP-Gas installation shall be filed for all temporary heating installations using one or more tanks of 250 gallons or more water capacity.

(b) The notice of LP-Gas installation required by (a) above shall be filed with the Bureau of Code Services upon installation of any heating equipment or system using one or more tanks of 250 gallons or more water capacity that will remain in place for six months or less.

(c) The notice of LP-Gas installation shall be filed with the New Jersey Department of Community Affairs, Division of Codes and Standards, Bureau of Code Services, PO Box 816, Trenton, New Jersey 08625-0816.

(d) The notice of LP gas installation shall contain the following information:

1. Name of owner and user of the LP-Gas installation;

2. Street address of installation;

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3. Municipality and county where installation is located;
4. Telephone number of user of LP-Gas installation; and
5. Number and size of LP-Gas containers.

§ 5:18-7.1 Violations/penalties

(a) Any person, firm, association or corporation who violates any of the provisions of the Act, or of the rules adopted thereunder, shall be liable for a penalty of not less than \$ 50.00, nor more than \$ 500.00.

(b) Each day during which any violation of the Act or the rules adopted thereunder continues shall constitute an additional, separate and distinct offense.

(c) In assessing the amount of the penalty to be imposed pursuant to the Act and to this chapter, the Commissioner shall consider the following factors, where applicable, in determining what constitutes an appropriate penalty for the particular cited violation:

1. The seriousness of the cited violation;
2. The past record of compliance with the provisions of the Act, and the rules adopted thereunder, by the alleged violator;
3. The degree of cooperation afforded to the Commissioner's representatives by the alleged violator in securing compliance with the provisions of the Act and rules adopted thereunder; and
4. Whether the cited violation was willful in nature.

§ 5:18-7.2 Hearings

(a) Whenever a notice of violation and/or penalty is levied pursuant to this chapter, the alleged violator shall be provided with:

1. Notification of the violation;
2. The amount of the penalty to be imposed; and
3. An opportunity to request a formal hearing.

(b) A request for a formal hearing must be made in writing and received within 21 calendar days following service of the Commissioner's notice of violation.

(c) All hearings shall be conducted pursuant to the Administrative Procedure Act, *N.J.S.A. 52:14B-1* et seq. and the Uniform Administrative Procedure Rules, *N.J.A.C. 1:1*.

(d) If a hearing is not requested within 21 calendar days following receipt of the notice of violation, the notice of violation shall become the Final Order upon expiration of the 21 day period following receipt thereof.

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(e) The alleged violator may request the initiation of a settlement conference at the time that the request for a formal hearing is made. If a settlement conference is requested, or the Department determines that a settlement conference would be useful, the settlement conference shall be scheduled and conducted by the Department within 30 days of the receipt of the request for a formal hearing.

(f) If a settlement is not agreed upon or no settlement conference is scheduled, the matter shall be transmitted to the Office of Administrative Law (OAL) for a hearing.

(g) Payment of the penalty shall be due when a final agency determination is issued or when a notification becomes a final decision because no appeal has been filed.

(h) All payments shall be made payable to the Department of Community Affairs in the form of a certified check or money order, or such other form as the Department deems suitable.

(i) Upon entry of the final decision, the penalty imposed may be recovered with costs pursuant to the Penalty Enforcement Law of 1999, *N.J.S.A. 2A:58-10* et seq.

§ 5:18-7.3 Correction of violations

(a) In addition or as an alternative to the penalties set forth in *N.J.A.C. 5:18-7.1*, any person, firm or corporation who violates, or remains in violation of any of the provisions of the Act, or the rules adopted thereunder, may be directed and ordered by the Commissioner, by way of a written notice, to take the remedial steps necessary to correct the cited violation. Such notice shall be:

1. Served personally upon the alleged violator; or
2. Mailed by registered or certified mail to:
 - i. The principal office of the person, firm or corporation; or
 - ii. If the alleged violator is an individual, or are individuals, such notice shall be mailed to his or her, or their residence.

(b) If the Commissioner's order is not complied with and the cited violation is not corrected within 20 days of the date of service of the order, the Commissioner may institute an action for injunctive relief or for an abatement in Superior Court.

(c) Every such order issued by the Commissioner under the provisions of the Act, or the rules adopted thereunder, shall be prima facie evidence of the truth of the matter and contents set forth therein.

(d) No appeal taken by the alleged violator shall suspend the operation on an order made by the Commissioner unless, in the opinion of the court, justice may require suspension thereof pending final disposition of the appeal.

§ 5:18-8.1 Amount of annual assessment

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Beginning October 6, 2014, and in every State fiscal year thereafter, there shall be an annual assessment levied upon liquefied petroleum gas in the amount of one-half of one cent per gallon.

§ 5:18-8.2 Payment of annual assessment

(a) The owner of liquefied petroleum gas immediately prior to odorization shall be responsible for the payment of the assessment on the volume of liquefied petroleum gas at the time of import or odorization, whichever is earlier.

(b) All assessments shall be payable to "Treasurer, State of New Jersey" and shall be remitted to the Bureau of Code Services, P.O. Box 816, Trenton, NJ 08625-0816 on a semi-annual basis on or before the 25th day of January and on or before the 25th day of July of each year.

(c) A penalty of five percent shall be added to all payments received by the Bureau after the 25th day of the month following the end of the quarter.

(d) In addition to the penalty imposed under (c) above, interest at an annual rate of 12 percent shall be added to all payments received by the Bureau 30 days or more after the 25th day of the month following the end of the quarter.

§ 5:18-8.3 Forms

(a) The following forms, which are incorporated by reference as Appendix B of this chapter, shall be used for the purposes indicated:

1. Remittance Report (LPG-1);
2. Odorizer or Importer Registration (LPG-2);
3. Load Exemption: Certificate of LPG Destined for Export (LPG-3);
4. LPG Usage Report (LPG-4);
5. Assessment Refund Request (LPG-5); and
6. Odorization Report for Terminal Operators (LPG-6)

§ 5:18-8.4 Fees for inspections of LP-Gas facilities using non-odorized LP-Gas

(a) Facilities using or distributing non-odorized LP-Gas that are subject to either an annual inspection or a triennial audit under these regulations shall be subject to an inspection fee.

(b) Fees for inspection of non-odorized facilities shall be based on the time and number of staff needed to perform the inspection. A fee of \$ 250.00 dollars per inspector shall be assessed for all inspections of non-odorized facilities. For inspections that take more than one-half day (four hours on site) an additional fee of \$ 40.00 for each inspector hour on site shall be charged.

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§ 5:18-9.1 Registration of LPG bulk and industrial plants

(a) The owner or operator of a LP-Gas facility, including producers, bulk plants and industrial plants of 10,000 gallons water capacity or more, gas utility plants, marine or pipeline terminals or tank farms, shall register with the Bureau on forms provided by the Bureau.

(b) The registration shall include information as to all locations at which odorized or unodorized LP-Gas is stored or sold by the business, whether at the facility or elsewhere.

(c) Each registration shall indicate the name and address of the New Jersey office or New Jersey residence of the LPG system's owner or the owner's representative; the owner or the owner's representative must reside or have an office in the State of New Jersey to accept service of process.

(d) It shall be the responsibility of the owner to notify the Department of any change in the identity, mailing address, office or residence address or phone number of the owner or representative. Any change shall be reported to the Department in writing within 30 days of the change.

§ 5:18-9.2 Quality control manual and records

(a) The owner or operator of a facility required to be registered pursuant to *N.J.A.C. 5:18-9.1* shall prepare, maintain and follow a quality control manual which shall, at a minimum, include the following:

1. A cover sheet indicating the full name of the owner and operator and the street address of the facility;
2. An organization chart detailing the lines of communication and authority and identifying the individual, who shall be a senior company official, who is responsible for implementation of the quality control manual;
3. A complete site plan for each registered facility and a process flow diagram that illustrates piping, valves, equipment, and emergency shutdowns of the facility;
4. A description of a training program for LPG handling and safety approved by the Bureau of Code Services. The training program shall meet the following requirements:
 - i. There shall be ongoing training for all individuals involved in the operation and maintenance of LPG equipment; and
 - ii. All training shall be consistent with national standards for LPG safety training and with this chapter;
5. Standard operating procedures (SOP) and checklists for each facility in order to ensure, at a minimum, safe operation. Any such SOP or checklist shall include, where applicable, but not be limited to, the following:
 - i. Filling, refilling and/or venting containers;
 - ii. Delivery of LPG to any location. A checklist shall be provided to each driver and, when requested, to the Bureau inspector, to ensure that proper procedures, as required by this chapter, are followed;
 - iii. Evacuation of cylinders;

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- iv. Emergency procedures;
 - v. Accident reporting and documentation;
 - vi. Installation guidelines and standards for every type of container;
 - vii. Repair or reconditioning of vessels; and
 - viii. Testing, repair and maintenance of pressure relief valves and other control or flow devices;
6. Documentation of compliance with the NJDEP Risk Management Program, if applicable, including details specific to the following:
- i. Plant safety information, including hazard review scenarios with both normal and emergency shutdown procedures;
 - ii. System operating procedures;
 - iii. Employee training;
 - iv. Maintenance procedures and programs;
 - v. Compliance audits;
 - vi. Plant fire safety analysis; and
 - vii. Incident investigations;
7. Documentation assuring that only acceptable materials are used for new, existing or replacement systems and that all required materials are properly identified when received; and
8. Nonconformance reports documenting all conditions not conforming to this chapter and ensuring that any problems identified through procedures, controls, inspections, specifications or testing are effectively corrected and documented.
- (b) The owner or operator of a facility shall maintain a file system for equipment inspection records, which shall list, by number and such abbreviated description as may be necessary for identification, each ASME pressure vessel covered by these rules, the date of the last inspection of the vessel, and the approximate date for the next inspection.
- (c) The owner or operator of a facility shall maintain the following records for the times specified:
- 1. Manufacturer's data reports of new and used pressure vessels: life of the vessel;
 - 2. All documentation of repairs: life of the vessel;
 - 3. Reports of training: term of employment;
 - 4. Reports of nonconformance: five years; and
 - 5. All results of nondestructive examination tests and other tests and all repair or alteration documentation: life of the vessel.
- (d) The Bureau shall have free access to the records of the facility maintained under (a), (b), and (c) above.

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§ 5:18-9.3 Pressure vessel maintenance, repair and alteration

Any pressure vessel code item shall be maintained, repaired and altered in accordance with the original code of construction, the National Board Inspection Code, the applicable ASME code and this chapter.

§ 5:18-9.4 Certificates of operation and audits

(a) The owner or operator of a facility required to be registered pursuant to *N.J.A.C. 5:18-9.1* shall be audited by the Bureau triennially after a satisfactory initial audit.

(b) Upon successful completion of an initial audit, the Bureau shall issue a site-specific certificate of operation, which shall be valid for three years.

(c) The certificate of operation shall indicate that the facility is in compliance with all applicable requirements of this chapter and shall be posted at a conspicuous location within the facility where it may be inspected by representatives of the Bureau and members of the public.

(d) In the event that an audit is not successful, an owner or operator shall be given 30 days to address all identified deficiencies. Subsequent audits shall be made as necessary in order to verify compliance with all applicable requirements.

1. The owner or operator may apply for, and the Bureau may grant, an extension of time to address deficiencies if the Bureau finds that such extension is needed, that the owner is making a good faith effort to correct deficiencies and that there is no threat to public health or safety.

(e) Failure to remove any violations found as a result of an audit made by the Bureau shall result in issuance of a written notice to abate the violations. Correction of violations shall be done in accordance with *N.J.A.C. 5:18-7.3*.

§ 5:18-10.1 Licenses required

(a) No person, firm or corporation shall engage in the business of marketing LP-Gas within the State of New Jersey without being licensed to do so by the Bureau.

(b) A license issued by the Bureau shall be valid for a period of 36 months.

(c) No license shall be issued to any person, firm or corporation that does not maintain general liability insurance in an amount of not less than \$ 5,000,000.

(d) No license shall be issued to any person, firm or corporation that markets LP-Gas and does not maintain either an adequate storage capacity for customers or contract(s) with other marketers to provide LP-Gas.

(e) Retention and reissuance of a license shall be contingent upon satisfactory completion of all audits required pursuant to this chapter.

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§ 5:18-10.2 Application for licensure; fees

(a) An application for licensure shall be submitted on a form provided by the Bureau and shall include the following information:

1. The name of the business;
2. The names, addresses and telephone numbers of the officers, directors, partners or proprietors of the business;
3. The activities having to do with LP-Gas in which the business is engaged in the State of New Jersey;
4. Proof of insurance as required by *N.J.A.C. 5:18-10.1(c)*;
5. The location(s) at which or from which each such activity is conducted and the LP-Gas storage capacity at each such location or information on contracts with other marketers to provide LP-Gas;
6. Emergency contact information in conformance with *N.J.A.C. 5:18-1.7*;
7. A listing of all persons employed by the business who are in any way engaged in handling LP-Gas, together with the locations at which they work and Certified Employee Training Program (CETP) of the National Propane Gas Association certifications held by them;
8. A statement indicating whether or not the business, or any officer, director, partner or proprietor of the business, has at any time within the previous ten years been the subject of any order or finding of violation by any governmental entity with regard to the business or any other LP-Gas business or has been convicted of any crime or of any offense involving the business or any other LP-Gas business; and
9. A certification that the information set forth in the application is complete and correct.
10. The name and address of the New Jersey office or New Jersey residence of the licensee or the licensee's representative, the licensee or the licensee's representative must reside or have an office in the State of New Jersey to accept service of process.

(b) Each application for a license shall be accompanied by a fee in the amount of \$ 100.00. Checks shall be made payable to "Treasurer, State of New Jersey."

(c) It shall be the responsibility of the licensee to notify the Department of any change in the identity, mailing address, office or residence address or phone number of the licensee or representative. Any change shall be reported to the Department in writing within 30 days of the change.

§ 5:18-10.3 Employee certification

(a) Any employee of a marketer licensed pursuant to *N.J.A.C. 5:18-10.1* handling LP-Gas shall obtain Certified Employee Training Program (CETP) of the National Propane Gas Association certification for Book One, "Basic Principles and Practices," within three months of the date of hiring.

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1. All employees of a licensed marketer who are responsible for delivering propane shall take and pass part 2.1 of the CETP program, and shall pass part 2.2 if they drive a bulk delivery vehicle, part 2.4 if they drive a cylinder delivery truck or part 2.5 if they are involved in the transportation/relocation of ASME tanks.

2. All employees of a licensed marketer who are responsible for plant operations such as maintaining, purging or reconditioning tanks, shall pass parts 3.1, 3.2, 3.3 and 3.4 of the CETP program and shall pass, as applicable, part 3.5 or 3.6 if the employee is responsible for any aspect of cargo tank product transfers or rail car transfers, respectively.

3. All employees of a licensed marketer who are responsible for the installation, alteration or repair of propane distribution systems shall pass part 4.2 of the CETP program.

4. The appropriate parts of 2, 3 and 4 of the CETP program must be completed within 21 months of the date of hire or by September 6, 2005, whichever is later.

5. The licensed LP-Gas marketer shall maintain documentation from CETP that each employee, responsible for any specific task listed above, has passed the appropriate CETP test(s) and the required practicum(s) for the task(s).

6. Employees who have completed the previous version of Book One, "Basic Principles and Practices," Book Two, "Propane Delivery," Book Three, "Plant Operations," and Book Four, "Distribution System Operations" of the CETP program are deemed to comply with this rule.

7. Should the CETP books or parts listed in this section be renumbered or renamed, this requirement shall be understood to establish a requirement for the renumbered or renamed part that has the equivalent content.

(b) Any employee of an LP-Gas marketer who is to engage in propane service work as described in *N.J.A.C. 5:18-1.3(e)* shall obtain a Propane Service Certification required by that subsection prior to commencing propane service work.

(c) Licensees shall maintain records of employee certification and shall make those records available to the Bureau upon request.

§ 5:18-10.4 Fill plant and dispensing station operator training

(a) All fill plant or dispensing station operators shall be trained using the "Dispensing Propane Safely" manual (2000 edition) published by the National Propane Gas Association, incorporated herein by reference, or an equivalent accepted by the Department. An employee shall receive training prior to dispensing LP-Gas. It shall be the responsibility of the business operating the tank, working together with the marketer, to ensure all employees dispensing LP-Gas are trained properly.

(b) Licensees shall maintain records of employee training and shall make those records available to the Bureau upon request.

§ 5:18-10.5 Suspension and revocation of licenses and certifications and alternative sanctions

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(a) The Bureau may suspend or revoke a license, or may deny renewal or issuance of a license, upon a finding that an applicant or licensee has engaged in acts or omissions harmful to public safety or to the protection of the public. Factors in determining whether a license should be revoked or suspended, or for how long a suspension should be in effect, shall include, but not be limited to, the extent and duration of the hazard to the public, the extent to which willful or reckless behavior was evident, prior history of like or similar violations and the extent to which appropriate corrective action was taken.

(b) As an alternative to revocation or suspension of a license, the Bureau may assess a civil penalty, in accordance with *N.J.S.A. 21:1B-5*, or may issue a letter of warning, reprimand or censure, if the Bureau determines any such action to be warranted. Any penalty imposed or letter issued shall be part of the licensing file of the business or individual, as the case may be.

(c) Conviction of a crime, or of an offense in connection with the LP-Gas business, shall constitute grounds for suspension or revocation of a license.

(d) Any person to whom the Bureau denies a license, or whose license is suspended or revoked, or who is ordered to pay a civil penalty, shall be entitled to appeal the action of the Bureau in an administrative hearing conducted in accordance with the Administrative Procedure Act, *N.J.S.A. 52:14B-1* et seq., and the Uniform Administrative Procedure Rules, *N.J.A.C. 1:1*. The final decision shall be issued by the Commissioner.

§ 5:18-11.1 Required information

(a) Effective on July 1, 2009, propane gas marketers shall provide existing and prospective customers with information on the terms and conditions for the sale of propane in accordance with *N.J.A.C. 5:18-11.2* through *11.6*. When any of the information listed in *N.J.A.C. 5:18-11.6* regarding a pricing policy or service policy is changed, the consumer shall be notified by issuing the revised information in writing.

(b) Customers shall be provided with propane gas marketers' company license numbers.

(c) Customers shall be informed that they have the right to contact the Bureau of Code Services in the Department of Community Affairs. Customers may contact the Bureau between the hours of 8:30 a.m. and 4:30 p.m. by telephone at (609) 633-6385. Customers may also e-mail the Bureau at LPGas@dca.state.nj.us.

§ 5:18-11.2 Pricing policy

(a) Per gallon price quote: Propane gas marketers shall provide customers buying propane with a per gallon price quote. The price quote may be provided by telephone or facsimile.

1. Propane gas marketers may provide customers buying filled cylinders with a per cylinder price quote. The price quote may be provided by telephone or facsimile and shall include the following information:

- i. The cost of propane per cylinder; and
- ii. The size of the cylinder.

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(b) The per gallon price quote shall include the following information:

1. The minimum delivery amount, if any;
2. The cost of propane based on usage. Customers shall be informed that the cost of propane fluctuates based on the current market value of propane;
3. Whether deliveries are automatic or whether the customer must call for deliveries.
 - i. Customers shall be informed of how often automatic deliveries will be made and whether automatic deliveries will be made on weekends or holidays and the charges that apply;
4. Whether customers are obligated to inform marketers of changes in circumstances that might affect the rate at which the customers use propane;
5. The cost of propane for customer-requested (on demand) deliveries, including information on the surcharge(s) for propane that is below the minimum delivery amount;
6. Whether the quoted cost of propane is for scheduled deliveries only. In addition, customers shall be informed of the cost of propane for non-scheduled deliveries, including deliveries on nights, weekends, and holidays.
 - i. Customers shall be informed of propane gas marketers' normal business hours and shall be informed of the cost of propane for deliveries that are outside the normal business hours; and
7. Whether the cost of propane varies based on customer location.

(c) Customers shall be informed as to whether payment is required at the time of delivery.

1. If payment is required based on billing, customers shall be provided with information on how fees are assessed for late payments. In addition, customers shall be provided with information on the propane marketer's policies for nonpayment of bills.
 - i. Customers shall be informed of their right to be notified at least seven business days prior to the discontinuation of propane deliveries due to nonpayment of bills.

§ 5:18-11.3 Terms and conditions of contract or plan

(a) Customers who rent propane equipment/cylinders from propane gas marketers shall be informed of the installation and rental fees for the equipment/cylinders, if any.

(b) Customers shall be informed that they can use their own tanks. Customers who own their own tanks shall be informed that the propane marketer has the right to refuse to fill a propane tank if the marketer determines that the tank may be unsafe.

1. Customers who own their own tanks shall be informed as to whether there are fees for annual inspections of tanks and regulators due prior to the initial delivery of propane. In addition, customers shall be informed as to the costs for inspections annually thereafter.

§ 5:18-11.4 Change of marketer

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(a) Propane gas marketers shall provide customers with information on their right to change marketers and shall provide the following information:

1. The time frame within which service will be discontinued;
2. The time frame within which the tank will be removed, if applicable;
3. The fees for the removal of the tank, if applicable; and
4. Any contractual limits on changing marketers.

§ 5:18-11.5 Propane services

(a) Propane gas marketers shall provide customers with information on the fees associated with propane services, including information on whether the fees are calculated based on time and materials or as a flat rate based on the service work.

1. If the fees are calculated based on time and materials, propane gas marketers shall provide customers with a time estimate for the services.

§ 5:18-11.6 Disclosure of Customer Rights and Company Policies

(a) Propane gas marketers shall provide customers with a Disclosure of Customer Rights and Company Policies, which contains the information provided in chapter Appendix C, incorporated herein by reference. If a marketer chooses to develop a Disclosure of Customer Rights and Company Policies that differs from the one provided in Appendix C, the information required in *N.J.A.C. 5:18-11.1* through *11.5* shall be provided in the order set forth in Appendix C and shall be presented in a clear and concise manner.

1. Propane gas marketers shall submit the Disclosure of Customer Rights and Company Policies to the Bureau of Code Services for review two weeks prior to July 1, 2009.
2. Revisions to a Disclosure of Customer Rights and Company Policies previously approved by the Bureau of Code Services shall be submitted to the Bureau for review prior to dissemination to customers.

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APPENDIX A

AVAILABILITY OF STANDARDS AND PUBLICATIONS REFERRED TO IN THIS CHAPTER

A copy of each of the standards and publications referenced in this chapter is on file and may be inspected at the following office of the Division of Codes and Standards between the hours of 9:00 A.M. and 5:00 P.M. on normal working days:

State of New Jersey
Department of Community Affairs
Division of Codes and Standards
101 South Broad Street
Trenton, New Jersey

Copies of the referenced standards and publications may be obtained from the organizations listed below. The abbreviations preceding these standards and publications have the following meanings and refer to the organizations issuing the standards and publications listed or to volumes of statutes or administrative rules.

API American Petroleum Institute
 1220 L Street Northwest
 Washington, D.C. 20005
 Questions on the standards may be directed to:
 Phone: 202-682-8000
 Fax: 202-962-4797
 Website: www.api.org

CFR Code of Federal Regulations
 Copies available from:
 Superintendent of Documents
 Government Printing Office
 Washington, D.C. 20402
 Website: www.gpoaccess.gov/cfr/index

IBC International Building Code
 Copies available from:
 International Code Council
 Suite 600
 5203 Leesburg Pike
 Falls Church, Virginia 22041
 Phone: 888-422-7233
 Fax: 202-783-2348
 e-mail: webmaster@ICCSafe.org

NFPA National Fire Protection Association

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Batterymarch Park
Quincy, Massachusetts 02269
Phone: 800-344-3555
Fax: 617-770-0700
e-mail: custserv@nfpa.org

N.J.A.C. New Jersey Administrative Code
Copies of N.J.A.C. 5:18 are available from:
Bureau of Code Services
New Jersey Department of Community Affairs
PO Box 816
Trenton, New Jersey 08625-0816
Phone: 609-984-6835
Fax: 609-633-1040
Email: LPGas@dca.state.nj.us
Copies of N.J.A.C. 5:23 are available from:
Division of Codes and Standards
Publications Unit
New Jersey Department of Community Affairs
PO Box 802
Trenton, New Jersey 08625-0802
Phone: 609-984-0040
Copies of N.J.A.C. 5:70 are available from:
Division of Fire Safety
New Jersey Department of Community Affairs
PO Box 809
Trenton, New Jersey 08625-0809
Phone: 609-633-6110
Website: www.state.nj.us/dca/dfs/pubs

N.J.S.A. New Jersey Statutes Annotated
Copies of N.J.S.A. 21:1B-1 et seq. are available from:
Bureau of Code Services
New Jersey Department of Community Affairs
PO Box 816
Trenton, New Jersey 08625-0816
Phone: 609-984-6835
Fax: 609-633-1040
Email: LPGas@dca.state.nj.us

USC United States Code
Copies available from:
Occupational Safety and Health Administration
U.S. Department of Labor
1515 Broadway

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New York, New York 10036
Email: uscode@mail.house.gov

<i>No. and Edition</i>	<i>Title</i>
API-2510-2001	American Petroleum Institute 2510-2001, Design and Construction of Liquefied Petroleum Gas Installations
IBC/2006 (NJ)	International Building Code 2006, New Jersey Edition
NFPA 30-2003	Flammable and Combustible Liquids Code
NFPA 58-2008	Liquefied Petroleum Gas Code
NFPA 59-2004	Storage and Handling of Liquefied Petroleum Gases at Utility Gas Plants
N.J.A.C. 5:70	New Jersey Uniform Fire Code
N.J.A.C. 5:23	New Jersey Uniform Construction Code
N.J.A.C. 5:11	Boilers, Pressure Vessels and Refrigeration
N.J.S.A. 21:1B-1 et seq.	Liquefied Petroleum Gas Act
29 USC 651 et seq.	Occupational Safety and Health Act

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TITLE 5. COMMUNITY AFFAIRS
CHAPTER 18. LIQUEFIED PETROLEUM GAS

N.J.A.C. 5:18 (2016)

APPENDIX B

STATE OF NEW JERSEY
Department of Community Affairs
Division of Codes and Standards
BUREAU OF CODE SERVICES

LPG-1

Assessment Remittance Report

This information is required for verification of assessments due on sales or import of odorized LP-Gas. Response is required by the rules adopted pursuant to N.J.S.A. 21:1B.
(All forms may be duplicated as needed for reporting BCS assessments. Additional copies of forms are available by calling or writing the Bureau of Code Services office at 609-633-6835.)

Section 1.			
Company Name: _____			
Mailing Address: _____			
City: _____ State: _____ Zip Code: _____			
Contact Telephone No.: _____ Fax No.: _____			
Must be completed		For BCS Use Only	
This report covers the semi-annual period from _____ to _____, 20____.		\$ Amt. Received	\$ Amt. Enclosed

Section 2.			
Odorization Point (Name, City & State)	Gallons Odorized	Assessment	Amount Due
		x \$.005	
		x \$.005	
		x \$.005	
		x \$.005	
		x \$.005	
		x \$.005	
Total amount collected on this page:			
Total amount carried forward from - attached pages:			
Adjustments / Penalties / Interest (attach explanation):			
Total amount remitted:			\$
<ul style="list-style-type: none">• Items are due no later than the 25th day of July and January (semi-annually).<ul style="list-style-type: none">- A 5 percent penalty will be due on payments received after the due date.- Interest of 1 percent per month will be assessed on payments overdue by 30 days or more.[] Check here if additional sheets were required to complete your remittance report.[] Check here if this report is also intended to serve as your official Odorization Report.			
I, the undersigned, hereby certify that I was the owner of the stated volumes of LP-Gas at the time they were odorized or imported into New Jersey and that the information contained in this report is true and accurate.			
Signature of Corporate Officer or Authorized Person		Printed name and title	Date
Make check payable to: Treasurer State of New Jersey. Mail form(s) and check to: Department of Community Affairs, Bureau of Code Services, P.O. Box 816, Trenton, NJ 08625-0816			

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STATE OF NEW JERSEY
Department of Community Affairs
Division of Codes and Standards
BUREAU OF CODE SERVICES

LPG-2

LP-GAS ODORIZER OR IMPORTER REGISTRATION FORM

Pursuant to N.J.S.A. 21:1B, the below-named odorizer or importer of LP-Gas comes under regulation of this statute, and must register annually with the Department of Community Affairs, Division of Codes and Standards, Bureau of Code Services. (Check one of the following)

- ☐ Company is a first time odorizer or importer; or
- ☐ Company is requesting subsequent annual registration as an odorizer or importer; previously registered on _____
(Month/Year)

Odorizer shall complete Section I & II. Importers shall complete Section I only. Both the LP-Gas odorizer and importer shall complete this form within 30 days of a change in any of the information reported on this form.

SECTION I (For Odorizers and Importers):

Name

Mailing Address

() -

City State Zip Telephone Number

Contact Person Title Telephone Number

SECTION II (For Odorizers only):

_____ Odorization Facility Name	_____ Facility Contact Person
_____ Physical Address (No P.O. Boxes)	_____ Mailing Address
_____ City State Zip	_____ City State Zip
_____ County	_____ () Area Code Telephone Number
_____ Odorization Facility Name	_____ Facility Contact Person
_____ Physical Address (No P.O. Boxes)	_____ Mailing Address
_____ City State Zip	_____ City State Zip
_____ County	_____ () Area Code Telephone Number

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STATE OF NEW JERSEY
Department of Community Affairs
Division of Codes and Standards
BUREAU OF CODE SERVICES

LPG-3

LP-GAS LOAD EXEMPTION

CERTIFICATE OF LPG DESTINED FOR EXPORT

Pursuant to N.J.S.A. 21:1B, deliveries of liquefied petroleum gas (LPG) destined for export to destinations outside the State of New Jersey are exempt from the fee on deliveries of odorized LP-Gas.

I hereby certify that this load of LP-Gas introduced into the following means of conveyance is for export and will be in continuous movement to a destination outside the State of New Jersey.

Tank Manufacturer	Tank Serial No.	Water Capacity
-------------------	-----------------	----------------

Under penalties prescribed in Section 21:1B-5 of the New Jersey Statutes, I hereby declare that I am authorized to sign this report, and that the information stated herein is true, correct and complete to the best of my knowledge.

Net Gallons Delivered	Printed Name
-----------------------	--------------

Product Delivered	Name of Company
-------------------	-----------------

Delivery Date	Loading Facility Location
---------------	---------------------------

Time of Day	Mailing Address of Company
-------------	----------------------------

Bill of Lading Number	City	State	Zip
-----------------------	------	-------	-----

Authorized Signature	Title
----------------------	-------

RETURN TO:
State of New Jersey
Department of Community Affairs
Division of Codes and Standards
Bureau of Code Services
P.O. Box 816
Trenton, New Jersey 08625-0816

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STATE OF NEW JERSEY
Department of Community Affairs
Division of Codes and Standards
BUREAU OF CODE SERVICES

LPG-5

LP-GAS ASSESSMENT REFUND REQUEST

NAME OF COMPANY _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

I hereby request a refund in the amount of \$ _____ from the Bureau of
Code Services. This refund is requested for the following reason(s).

Supporting export and payment documentation must accompany this request. Examples of appropriate supporting export documentation include bills of lading, shipping manifests and load tickets. Examples of appropriate supporting payment documentation include invoices, ledgers and journal entries tied to export documents.

Under penalty prescribed in N.J.S.A. 21:1B-5, I hereby declare that I am authorized to sign this report and that the information stated herein is true, correct and complete to the best of my knowledge.

RETURN TO:
Department of Community Affairs
Bureau of Code Services
P.O. Box 816
Trenton, New Jersey 08625-0816

Authorized Signature

Printed Name

()
Area Code Telephone Number

Date

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Department of Community Affairs
Division of Codes and Standards
BUREAU OF CODE SERVICES

LPG-6

LP-GAS ODORIZATION REPORT FOR TERMINAL OPERATORS

The LP Gas Act (N.J.S.A. 21:1B) requires the following information be submitted to assist in verifying sales of odorized LPG. This report must be filed with the BCS and is due by the 25th day of the months of January and July.

Section 1.						
Name of Submitter _____						
Mailing Address _____						
City _____	State _____	Zip Code _____				
Private and Confidential						
Storage cavern, terminal, and loading rack operators shall supply the following information semi annually by the 25 th of the months of January and July and shall identify the companies for whom they have provided odorizing services and the volumes of product odorized. The submitting operator may computerize this form if it will aid in submission of the information. Continuation pages may be added if more space is needed. All information submitted to the Bureau of Code Services will be kept strictly confidential and will be used only for verification of BCS assessments submitted by producers, marketers and others, responsible for payment of the assessments required by the LP-Gas Act.						
This report is for the period from _____ to _____ 20____.		<table border="1"><tr><th colspan="2">For BCS Use Only</th></tr><tr><td>\$ Amt. Received</td><td>Reviewed by</td></tr></table>	For BCS Use Only		\$ Amt. Received	Reviewed by
For BCS Use Only						
\$ Amt. Received	Reviewed by					
This is page 1 of _____ pages. (Please use continuation pages if more space is required)						

Section 2.			
Odorization Services to:	For BCS Use	Place of Odorization	Gallons Odorized

I, the undersigned, hereby certify that the information contained in this Odorization Report is true and accurate.		
Signature of Corporate Officer or Authorized Person	Printed name and title	Date
Mail form(s) no later than the 25 th of month for the reporting period as required to: Department of Community Affairs, Bureau of Code Services, P.O. Box 816, Trenton, NJ 08625-0816		

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APPENDIX C

Appendix C

Disclosure of Customer Rights and Company Policies

Date _____

Qualifications

Customers have the right to know that the firm delivering propane or providing propane service is qualified. Company X is licensed by the State of New Jersey to perform propane delivery and service. Our license number is LPG-0XX.

Terms of Service

Customers have the right to know about any special conditions of service that would be applied to them by their supplier. Company X will provide service subject to the following conditions:

1. *Company X does / does not* require a credit application.
2. *Company X does / does not* reserve the right to require payment at the time of delivery (Cash On Delivery or COD) for customers who's credit is questionable. COD customers may pay by the following means:
_____ Cash _____ Certified Check _____ Personal Check _____ Credit Card
3. For other than COD deliveries *Company X* requires payment within _____ days of delivery. Late payments are subject to a late fee of _____. For propane service work, payment is subject to the conditions of the service contract.
4. *Company X* allows the following delivery methods:

_____ Automatic Delivery (We schedule your delivery. Deliveries are made on a schedule as follows:

_____)

_____ Customer requested delivery (will call deliveries). The customer calls for deliveries. *Company X* must be notified _____ days before the desired delivery date. There is a minimum delivery amount of _____ gallons. Deliveries below the minimum are subject to a surcharge of _____ dollars. If a customer runs out of gas the system must be leak checked prior to resuming service. Consult your contract for additional details.

Pricing Structure

Customers have the right to a written or verbal price quote upon request. Company X bases its price of propane on the following factors:

_____ Estimated annual usage (lower rates apply for larger users)

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_____ Time of year (lower rates apply for off season deliveries)

_____ Delivery day/time (higher rates apply to weekend, holiday or deliveries made outside the hours of _____ am and _____ pm.)

_____ Type of delivery selected (will call versus automatic)

_____ Number of locations (lower rates for customers with multiple accounts)

_____ Customer location (higher rates apply for locations that require additional travel time)

_____ Other as described _____

Pricing Policy

Customers have the right to a price quote in a format that allows for comparison shopping. Company X charges for propane based on _____, and will convert that pricing into a dollars per gallon equivalent for comparison purposes. The price of propane like any commodity changes over time. This will affect your bill as the price fluctuates. *Company X* pricing policies will determine how often your bill is adjusted to account for changes in the cost of propane. We offer the following pricing options:

_____ Budget pricing (payments for the year divided into a fixed monthly amount based on projected usage over a number of months. The last month of the year is used to pay the balance). The price is adjusted once a **month/year/other**.

_____ Fixed pricing (the price is locked in for a specified period of time)

_____ Pipeline pricing (Pricing is based on an amount above the wholesale price for a specific pipeline. As the pipe at the pipeline changes, so will your price)

Equipment Fees

Customers have the right to either rent equipment from Company X or use their own equipment. Company X has the following equipment related fees:

_____ Fee for the installation of tanks associated with a new service

_____ Fee for the replacement of tanks associated with an existing service

_____ Rental fee for tanks and regulators when using *Company X's* equipment

_____ Fee for inspecting tanks and regulators when Customer owned equipment is used

The fee is applied

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_____ Prior to initial delivery

_____ Annually thereafter

_____ Other as described _____

_____ Fee for service work on *Company X's* equipment

_____ Fee for service work on customers equipment

_____ Fee for leak checking the customers system under the following conditions: _____

_____ Other as described: _____

Note: Fees for service work are based on the specifics of the particular job to be done, therefore prices are based on an estimate on a case by case basis.

Change of Supplier

Customers have the right to change suppliers if they are dissatisfied with the price or service offered. Discontinuance of service is subject to the terms of your contract. The following conditions apply to a discontinuance of service:

_____ *Company X* will remove our container within _____ days of written notification by the customer is discontinuing service.

_____ *Company X* will notify you of the removal date and approximate time _____ days prior to removal.

_____ *Company X* will charge for the removal of the container

_____ *Company X* will credit the customer for any propane remaining in the container at the time of removal (you are permitted to be present when the remaining volume is removed)

Note: At one- or two-family residential properties the new marketer may disconnect and move containers owned by others; however the new marketer may not fill a container owned by another marketer. At other properties, the new marketer cannot remove, connect, disconnect, fill or refill any propane container without written permission from the owner of the container.

Disconnection

Customers have the right to be notified seven days prior to the disconnection of service for non-payment.

Complaints

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The Liquefied Petroleum Gas Board regulates the licensing of marketers as well as enforcing safety regulations on LP-Gas systems. The LP-Gas Board does NOT regulate pricing. If you are dissatisfied with the price your marketer is charging, you have the right to change marketers in accordance with the terms of your contract with your current marketer.

1. Complaints or questions should first be brought to the attention of your marketer.

2. If you are not satisfied with your marketer's response and wish to pursue a complaint, contact the Department of Community Affairs at (609) 633-6385 or by email at LPGas@dca.state.nj.us. Complaints by phone should be made Monday through Friday from 8:30 to 4:30.

Because rates and policies differ among marketers, first time customers or customers considering moving to a new marketer; should be informed enough to ask a few key questions.

Key Questions Consumers Should Ask When Changing Marketers

- Does the marketer have a current, valid license issued by the New Jersey Department of Community Affairs? The list of licensed marketers is available on the Department's website at www.state.nj.us/dca/codes/lp_gas/pdf/licensees.pdf or by calling (609) 633-6835.
- Is there a written description of services that will be provided?
- Is there a charge to install the container and/or related equipment necessary to establish service?
- What is the most economical method of purchasing propane?
- Do you have to call when you need gas or will they schedule your deliveries?
- How often will you receive a delivery? What days are delivery days? Are deliveries made on weekends?
- How much will it cost to receive a delivery outside of your normal schedule?
- Is the price based on your annual usage, the area you live in, the quantity per delivery or other criteria?
- How long after delivery do you have to pay your bill?
- Is there a penalty for a late payment?
- What is the marketers policy if you need fuel in the winter, but you still have an outstanding bill?
- Does the marketer offer any of discounts that apply to you?
- Does the marketer have an equal payment plan?
- Does the marketer install and/or service LP-Gas appliances?

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- Does the marketer have a website address?

Be sure to address any other concerns you may have that are not listed above.

Energy Assistance

The following agency has programs available to assist low-income households with their energy bills. For more information, please contact directly:

- Low-income Home Energy Assistance Program (LIHEAP) 1(800) 510-3102

Safety Recommendations

- When handled properly, LP-Gas is a safe and efficient fuel source.
- Ask your marketer what procedures they have in place to ensure safety and integrity of the system which serves you. One such safety program is the GAS check Program, a voluntary program developed by the National Propane Gas Association. Information on this program is available from your marketer or on the National Propane Gas Association website at www.npga.org or by calling (202) 466-7200.
- Follow all manufacturers instructions for the proper use and care of your LP-Gas appliances.
- NEVER attempt to repair or alter an LP-Gas appliance. Contact your marketer or a licensed service representative for assistance.
- Keep areas around LP-Gas appliances clean and clear of combustibles.
- You, as the customer, are required to maintain clear access to your LP-Gas container at all times.
- An odorant has been added to your LP-Gas so you can detect if your system develops a leak. Learn what LP-Gas smells like. Your marketer has scratch-and-sniff pamphlets to help your family recognize its distinctive odor.
- Learn how to turn off your gas supply. Some gas valves require the use of a wrench to operate them. Ask your marketer for assistance if you do not know how to turn off your gas supply.
- Check www.propanesafety.com, www.npga.org, the propane marketer's website or call your marketer for additional safety information.
- Ask your marketer whether all installations and services provided are in conformance with New Jersey Department of Community Affairs regulations.
- If you find an underground container dome or any other LP-Gas container completely submerged in water, turn off the container supply valve and notify your marketer.

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- Keep underground container domes clear when it snows in case a delivery is needed.
- Notify your marketer prior to the installation of air conditioning or making any modifications to your home that are within ten feet of the container.

If You Smell Gas

1. Exit the building, without using the telephone or cell phone, operating any electrical switches or lighting any matches or smoking materials.
2. If possible, turn off the gas at the container or meter valve.
3. Call 911 from a neighbors home.
4. Do not re-enter the building until the emergency responder tells you it is safe to do so.

Your marketer is required to respond to your request for assistance in an emergency.